



Mechanic Assistant

Job Description

Department: Public Works
Position: Career Service
Starting Step: 15, Table 14
Supervisory: No
Reports to: Fleet Services Shop Supervisor

Summary

Under close to general supervision, perform semi-skilled to skilled work relating to the maintenance of Utah County Fleet Services' vehicles, equipment, and facilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operate motorized and light equipment including pickup trucks, fork lifts, and various hand and power tools.
2. Change the oil and filters in County vehicles.
3. Clean the facilities and perform routine maintenance to automotive repair equipment.
4. Assist in making mechanical repairs to drive trains, steering, tires, suspension, and brake systems of County-owned vehicles and equipment.
5. Assist in sandblasting and painting.
6. Pick up vehicle parts from vendors.
7. Deliver and pick up vehicles for service.
8. Retrieve computerized vehicle records and work orders, and enter updated data into the computer.
9. Complete automotive repair work orders as assigned.

Knowledge, Skills, and Abilities

Knowledge of hazardous chemical handling procedures

Knowledge of procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles

Knowledge of occupational hazards related to mechanical repairs

Skilled in operating a forklift, other motorized equipment and various hand, pneumatic, and power tools

Ability to maintain cooperative relationships with those contacted in the course of work activities

Ability to follow verbal and written instructions

Ability to read, write, and perform basic math calculations

Ability to coordinate multiple tasks efficiently

Supervisory Responsibility

For Office Use Only

Class Code: 7013

Class Title: Mechanic Assistant

FLSA: Non-Exempt

Effective Date: 7/9/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a partially environmentally controlled building, but work is also performed for sustained periods outdoors including in hot, cold, or inclement weather. While performing the work, there is a risk of bodily injury from moving mechanical parts of equipment, tools, or machinery. This job requires the use of protective devices such as masks, goggles, and gloves. The noise level in the work environment is usually moderate to loud. This job exposes incumbent to hazardous chemicals, and to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This role requires the operation of a motor vehicle. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, bend, crouch, talk, and hear. Duties require lifting supplies, parts, and equipment up to 80 pounds. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type and file.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the county and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. High school diploma or equivalent
2. Six (6) months of formal work experience performing basic automotive maintenance duties or completion of a one year certificate program related to mechanics or service work

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
2. Selected applicants may be subject to, and must pass, a background check

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3. Selected applicants must obtain certification as a Forklift Operator during the probation or trial period
4. Selected applicants may be required to provide basic automotive repair tools as a condition of employment

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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